DOCUMENT RESUME

ED 026 479 VT 005 999

Essentials of an Acceptable School for Certified Laboratory Assistants.
American Medical Association, Chicago, Ill. Council on Medical Education.; American Society of Clinical Pathologists, Chicago, Ill.
Pub Date Dec 67
Note-2p.
EDRS Price MF-$0.25 HC-$0.20
Descriptors-*Accreditation (Institutions), Administrative Organization, Clinical Experience, Curriculum, Faculty, *Health Occupations Education, *Medical Laboratory Assistants, Policy, *Professional Associations, *Standards
Identifiers-AMA, American Medical Association, American Society of Clinical Pathologists, American Society of Medical Technologists

These guidelines outline administration, organization, faculty, admission prerequisites, curriculum, clinical material, ethics, student health and procedure for attaining approval. The course must be at least 12 months in duration and include a minimum of 100 hours of didactic instruction. An initial period should include orientation in (1) professional adjustments, (2) medical ethics, (3) medical terminology, (4) laboratory records, (5) basic anatomy and psysiology, (6) laboratory equipment, (7) aseptic technique and methods of sterilization, (8) basic laboratory mathematics, (9) solution and media preparation, (10) basic elements of quality control, (11) histologic and cytologic specimens, (12) blood collecting techniques, and (13) basic hematology, serology, blood banking, and urinalysis. Basal Metabolism Rate and Electrocardiography are optional. Practice training of adequate kinds and amounts should be provided under competent supervision in accredited hospitals and laboratories. (JK)

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Essentials of an Acceptable School for Certified Laboratory Assistants

December 1, 1967

Prepared by the Council on Medical Education of the American Medical Association with the cooperation of the American Society of Clinical Pathologists, and presented to the House of Delegates of the American Medical Association for approval.

Three organizations are primarily concerned with the training of Certified Laboratory Assistants: The American Medical Association through the Council on Medical Education, The American Society of Clinical Pathologists, and The American Society of Medical Technologists, the latter by virtue of representation on the Board of Schools of Medical Technology and the Board of Certified Laboratory Assistants, both standing committees of The American Society of Clinical Pathologists.

These Essentials have been prepared by the Council on Medical Education of the American Medical Association with the cooperation of the Board of Certified Laboratory Assistants of the American Society of Clinical Pathologists and the American Society of Medical Technologists.

The Board of Certified Laboratory Assistants, acting in an advisory capacity to the Board of Schools of Medical Technology and through this Board to the Council on Medical Education, is primarily concerned with the maintenance of high standards of education and the reflection of these standards in its evaluations and recommendations for approval of schools for the training of laboratory assistants.

These training programs are to be conducted in a manner entirely separate and distinct from concurrent training programs of other laboratory personnel. The AMA's Council on Medical Education has established the following standards for this type of training for the information of schools, physicians, hospitals, laboratories, prospective students and others, as well as for the protection of the public.

Laboratory Assistants trained in these schools are to work at all times under the supervision of qualified medical technologists (ASCP) and pathologists, other qualified physicians or equivalently qualified biological scientists, but never as independent practitioners.

The Board of Certified Laboratory Assistants, under the direction of the American Society of Clinical Pathologists and the American Society of Medical Technologists, prepares and administers appropriate examinations for the certification of qualified laboratory assistants.

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I. ADMINISTRATION

1. Acceptable schools for training certified laboratory assistants may be conducted by approved medical schools, hospitals, acceptable laboratories, junior or community colleges, and technical vocational schools suitably organized in accordance with present educational standards. Acceptable schools must be separate from AMA approved schools of Medical Technology and, although both types of schools may be operated in selected large institutions, there must be complete physical separation of instruction of the two types of students.

2. In programs where academic training and clinical experience are not provided in the same institution, school approval shall be given to the institution responsible for the academic training, curriculum, student selection, etc. and such school shall at all times be responsible for the conduct of the course.

3. All training of laboratory assistants shall be under competent medical control during the clinical phase of the program.

4. Resources for continued operation of the school should be insured through regular budgets, gifts, or endowment, but not entirely through student's fees.

II. ORGANIZATION

5. Adequate space, light, and modern equipment should be provided in the laboratory. A library containing up-to-date references, texts and scientific periodicals pertaining to clinical laboratory work should be maintained or be readily accessible to the students.

6. Satisfactory record systems should be provided for all work carried on in the laboratory.

7. Transcripts of high school credits and other credentials must be available. An acceptable school keeps records of each student's attendance and grades, and it is also recommended that the type of tests performed be recorded.

8. At least five students should be enrolled in each class.

III. FACULTY

9. The school should have a competent teaching staff. The director of hospital or laboratory based schools must be a graduate in medicine who is certified by the American Board of Pathology or who has had training and experience in clinical pathology acceptable to the Council on Medical Education. He shall take part in and be responsible for the actual conduct of the training course. He shall be in daily attendance for sufficient time to supervise properly the laboratory work and teaching.

10. The enrollment should not exceed two students to each member of the teaching staff for practical clinical

laboratory training. However, one instructor may supervise the training of ten students in a didactic teaching laboratory or give formal lectures to larger numbers of students. These ratios do not include the pathologist director.

11. The staff must include a teaching supervisor, preferably full-time for larger programs, whose duties inlcude supervising the teaching program and who possesses a bachelor's degree, is a registered medical technologist (ASCP) and has had at least three years of medical laboratory experience. In order to be considered as an instructor, a technologist should be a registered medical technologist (ASCP) and preferably have had at least one year of medical laboratory experience.

12. The above faculty requirements apply only to the portion of the curriculum devoted to clinical experience.

IV. PREREQUISITES FOR ADMISSION

13. The primary educational requirements for admission to a school for certified laboratory assistants is graduation from a high school accredited by the appropriate regional accrediting agency.

Certification of equivalent training may, at the discretion of the Board, be accepted in lieu of this requirement.

V. CURRICULUM

14. The course of training must be a minimum of 12 months in duration.

15. A minimum of 100 didactic instruction hours is required. Stress is to be placed on technical performance and the sources and detection of errors rather than on pure theory.

16. An initial period of training devoted to "Introduction to the Clinical Laboratory" should include orientation in:

a. Professional adjustments, relations and organizations
b. Medical ethics and conduct
c. Medical Terminology
d. Laboratory Records
e. Basic anatomy and Physiology
f. Handling Identification and care of laboratory equipment
g. Aseptic technique and methods of sterilization
h. Basic laboratory mathematics
i. Preparation of basic laboratory solutions and media
j. Basic elements of quality control
k. Handling of histologic and cytologic specimens
l. Instruction in blood collecting techniques
m. Introduction to basic hematology, serology, blood banking, urinalysis, BMR and Electrocardiography (optional)

The sequence of instruction and allocation of time for the remainder of the course may be at the discretion of the director or academic institution but shall include adequate basic technical instruction and clinical experience in hematology, clinical chemistry, blood banking, routine analysis, bacteriology, serology, parasitology and BMR-EKG. (optional)

17. The instruction should follow a planned outline and include text assignments, lectures, discussions, demonstrations, supervised practice, practical examinations, and quizzes, both oral and written.

In addition, the school should have a synopsis of the complete curriculum on file. This curriculum should include the rotation of assignments, the outline of the instruction supplied by the laboratory, and a list of the prepared specimens which are used to augment the experien ce of the student.

VI. CLINICAL MATERIAL

18. Each student should receive practice training, adequate in kind and amount, under competent supervision, participating hospitals and laboratories should be accredited and be otherwise acceptable to the Council on Medical Education of the American Medical Association. Approved Schools and/or the clinical affiliation should have available laboratory material equivalent to that provided by a hospital of 100 beds and 3,000 yearly admissions and a minimum of 50,000 tests a year, with a distribution of clinical material sufficient to provide adequate technical training in the various laboratory divisions.

VII. ETHICS

19. Excessive fees and commercial advertising should be considered unethical.

20. Schools conducted primarily for the purpose of substituting students for paid technologists will not be considered for approval.

VIII. HEALTH

21. Applicants shall be required to submit evidence of good health and a report of medical examination should be a part of students' records. This examination shall include a roentgen examination of the chest. Provisions should be made for medical care and hospitalization, when necessary, for a reasonable length of time.

IX. APPLICATION FOR APPROVAL

22. Applicants for approval of a school for the training of laboratory assistants should be made to the Council on Medical Education of the American Medical Association, 535 North Dearborn Street, Chicago, Illinois 60610. Forms will be supplied for this purpose on request and should be completed by the director of the laboratory requesting this approval. Inquiries regarding the registration of qualified laboratory assistants should be addressed to the Secretary, Board of Certified Laboratory Assistants, 445 North Lake Shore Drive, Chicago, Illinois 60611.

23. Approval may be withdrawn whenever in the opinion of the Council a school does not maintain an educational service in accordance with the above standards. An annual report shall be submitted to the Council. Whenever a training program has not been in operation for a period of two consecutive years, approval may also be withdrawn.

24. Approved schools should notify the Council on Medical Education whenever a change occurs in the directorship of the school.